



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, April 8, 2013**

**Present:**

Trustee Brandt	<del>Trustee Feldman</del>
Trustee Grujanac	<del>Trustee McDonough</del>
Trustee Saltiel (left at 8:25)	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
Director of Public Works Hughes	<del>Village Treasurer Curtis</del>
Director of Community Development McNellis	Village Attorney Simon
<del>Finance Director Peterson</del>	

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:07 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of April 1, 2013 Committee of the Whole Meeting Minutes**

The minutes of the April 1, 2013 Committee of the Whole Meeting were accepted as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration and discussion of a Revised Funding Request for the 2013 Taste of Lincolnshire (Greater Lincolnshire Chamber of Commerce)**

Director of Community Development McNellis noted the Chamber requests their original \$8,000 approved last year be increased by \$7,000 for the current year, making the total funding \$15,000.

Greg Diethrich and Ida Butler, representing the Greater Lincolnshire Chamber of Commerce came before the Board. Mr. Diethrich summarized the request stating the Chamber would like to be more of a partner with the Village, spend more on marketing and promotion, possibly bring in an event coordinator or retain a PR firm to promote the event. Mr. Diethrich informed the Board, the event was pushed back to July 26 – 28, 2013 in hopes the event will be better attended.

Trustee Saltiel asked what the function of an Event Coordinator would be. Mr. Diethrich said the greatest needs are marketing and promotion so this position would recruit new members, get communications out from the Chamber and help run the Chamber event. Trustee Saltiel inquired about where the extra money would be spent. Mr. Diethrich said the Chamber anticipated the marketing budget to be \$4,000 and would include signage, print advertising as well as social media. Trustee Saltiel said he did not care for the hand made signage and would like to see a standard signage plan for the event. Trustee Brandt said her concern was profits being so low in the past few years and suggested adding additional sponsors and bringing back lunch on the Friday of the event.

Mr. Diethrich said the Chamber needs help with regard to all the things brought up whether it is manpower or the funds. Trustee Saltiel asked what Village resources are available for the event. Village Manager Burke said Public Works provides a lot of resources to assist leading up to and the day of the event. Trustee Brandt suggested getting software from LCA and Bob Gregory to coordinate volunteers for the event and getting Stevenson AP Economic students to help. Trustee Grujanac suggested getting the Lincolnshire Council of Presidents involved.

Ms. Butler noted the Chamber has pursued other sponsors and read through a list of different options and Sponsorship amounts.

Mayor Blomberg suggested putting up more signs around town, indicating where the event is taking place; many drive through the Village and do not know where the event takes place. Mayor Blomberg also suggested having additional lighting put in the two dining tents.

Trustee Brandt suggested getting a Blackhawk player or other sport celebrity to attend the event to help with publicity and promotion. Mr. Diethrich said the Chamber is willing to approach contacts Trustee Brandt can provide.

Trustee Servi asked how much was spent on entertainment in the past. Trustee Grujanac suggested getting a band to perform at the event. Mr. Diethrich said last year the Chamber spent \$5,000 and is anticipating spending \$9,000 this year to include a band on the Saturday night.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.12 Consideration and discussion of an Ordinance authorizing the Sale of Surplus Land in the Village's Downtown PUD (Village of Lincolnshire)**

Director of Community Development McNellis noted the Board directed staff to move forward with the necessary steps to proceed with the sale of the two Village owned parcels on either side of The Fresh Market. Staff prepared an RFP and will be sending it out to over thirty developers to

seek interest. The RFP will have the financial aspect and the concept will be important in the selection of the developer. Staff requests feedback from the Board on the RFP and approval of the Ordinance for sale of surplus land.

Trustee Saltiel noted it is not clear in the RFP packet as to what the Village wants; it shows what is permissible but there is no wish list showing uses to what the Village would look more favorably at in terms of a possible development. Trustee Saltiel also suggested having the contractors, principles, affiliates and developers provide Disclosure of Litigation. Trustee Saltiel would like to be able to ask for a single user building. Village Attorney Simon said the only way to tie in the request of a single use building would be under the selection criteria.

Trustee Servi asked where staff came up with for the list of thirty Developers. Director of Community Development McNellis said the list was created from Developers who had approached the Village in the past, Developers who approached staff as a result from the sign, research and analysis of potential Developers who have worked in both Lake and Cook County who have developed sites this size in the past. Trustee Saltiel asked if the RFP was going to all the local brokers. Director of Community Development McNellis confirmed local brokers were included and if the Board had any suggestions, staff could add them to the list.

Mayor Blomberg asked how Parcel C would be sold, since the pocket park would be located on this lot. Director of Community Development McNellis said the pocket park behind the gas station would be part of what a developer would own and an easement would be created for the Village to develop and maintain the park. Village Manager Burke noted parcel C on the eastern side, which includes the path and bridge, would be included on an easement for parcel C as well.

Village Manager Burke updated the Board regarding construction progress on the site and the Village's challenges in securing the necessary utility connections to meet expectations of The Fresh Market and Inland Development.

There was a consensus of the Board to have staff modify the Request for Proposal to include suggestions made by the Board regarding litigation and building use and place the land sale ordinance on the Consent Agenda for approval at the next Regular Village Board Meeting.

### 3.2 Finance and Administration

### 3.3 Public Works

#### **3.31 Presentation Regarding Floodplain Management Practices and Procedures in the Village of Lincolnshire**

Director of Public Works Hughes provided a presentation regarding Floodplain Management Practices and Procedures.

Trustee Grujanac suggested offering the presentation to residents along the Floodplain. Director of Public Works Hughes agreed this was a good idea and informed the Board a letter goes out every year to all the residents in the floodplain informing them of what to do in a flood.

**3.32 Consideration and Discussion Regarding Proposal for Professional Services Contract with Molly O'Toole and Associates, Ltd., Lombard, IL in an Amount not to exceed \$10,950 for the Development of CRS Plans and Programs (Village of Lincolnshire)**

Director of Public Works Hughes provided a summary of the proposal to increase our CRS Program score by providing a mitigation plan.

Trustee Grujanac noted the importance of keeping the residents involved.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.4 Public Safety**

**3.5 Parks and Recreation**

**4.0 UNFINISHED BUSINESS**

Director of Community Development McNellis said a letter was submitted from General Growth regarding Lincolnshire Commons PUD Amendment – “Lot C” and the approved Ordinance. Since General Growth has received Board approvals previously, a grading issue was determined and General Growth will need to move the building back 9’ from its original location. Staff believes this is not a concern but would like to get direction from the Board prior to giving General Growth approval. There was consensus of the Board to approve shifting the approved building on Lot C back 9’.

Director of Community Development McNellis updated the Board regarding the Draft Economic Development Strategic Plan distribution. The Chamber will be sending the draft out via e-mail blast as well.

Trustee Brandt expressed she had received inquiries from residents regarding a possible increase in the deer population and wanted to know if there was any culling planned. Director of Public Works Hughes said she would look into this and report back to the Board.

Trustee Brandt asked if staff knew anything about blue tags and a controlled burn on East Brampton Lane. Trustee Brandt wanted to know if this would continue and if so, residents should be informed. Director of Public Works Hughes said she would look into this and report back to the Board.

Trustee Servi asked for a status on the Water Meter Replacement Program. Director of

Public Works Hughes provided status and informed the Board the Replacement Program is underway.

Mayor Blomberg noted there was information in the packet regarding the Executive Session minutes to be reviewed by the Board. There were no comments or corrections on the draft minutes.

Mayor Blomberg said he received calls regarding the berm between Robinhood and Woodcreek Court in need of a clean out and some questionable trees to be looked at. Director of Public Works Hughes said staff would look into this and report back to the Board.

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**

Trustee Servi moved and Trustee Grujanac seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:43 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

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